

The "Why" Behind **State Procurement** Requirements

Have you ever wondered why we have to go through all of

the hoops involved with the procurestate ment process? We often think of this question from the perspective of the State as the *



buyer. As we have undergone treatment of bidanother review of our procurement practices, I have been reminded of the perspective of the private companies who In other situations, however, products, services and conservices to the State.



price.

call for different approaches. value to the State. Admittedly, vendor based solely on price. proposed schedule. In these situations, the low bid approach meets the State's In this process, it is essential

needs while providing for the fair and equitable ders and broadbased competition.



want to sell their products and the importance of factors other struction for the State. As we than cost call for a different manage or participate in proprocurement method. As con-The primary, underlying pur-struction contracts become poses and policies identified in larger and more complex, the State Procurement Code other factors can become as are to ensure the fair and eq- important, or more important, uitable treatment of everyone than the bid amount. These involved and to foster effective factors include the quality of broad-based competition. workmanship and the ability to These objectives must be bal- meet the State's schedule obanced with our objective to jectives. The nature and qualobtain appropriate products, ity of other services may also services and be critical. Similar consideraconstruction tions apply to the procurement to meet the of services and leased space. needs of the DFCM's Value Based Selec-State at a fair tion (VBS) process has been developed to handle these

In developing its procurement types of procurements. Under practices, DFCM has strived VBS, other factors in addition to balance these competing to cost are considered to deobjectives. We have recog- termine which proposal pronized that different situations vides the greatest overall In some cases, the best ap- this process involves the approach is to provide exact plication of judgment in evaluspecifications for the desired ating factors such as past perproduct and then select the formance, qualifications, and a

> that we remember the core objectives noted above and apply judgment in a manner that provides for the fair treatment of bidders, fosters effective broad-based competition and results in appropriate



curement activities, each of us must remember these core objectives and encourage others to do so as well.

Article contributed by Ken Nye

Watch Out for Those Slips, Trips and Falls!

According to the National Safety Council, November is "Avoid Slips,

Trips and Falls" month. This time of year we all get pretty busy, both in our offices and our homes, and it is easy to let



safety take a back seat when you're under the gun for time. This is not just at work - statistics have shown that Americans are eight times more likely to be injured in an off-the-job incident than they are at work. In 2001, there were 5,300 workplace deaths compared with more than 52,000 in the home and community setting. Employers work hard to make sure the work environment is safe for their employees – this serves as a good reminder for us to "keep the culture of safety" in our homes.

The Occupational Safety and Health Administration (OSHA) reports that of about 100 fall-related fatalities at places of business, virtually all of them could have been prevented by rather simple means like installing guard rails, using body harnesses, safety nets, and lifelines, and placing covers or barriers over wall and floor openings. We all know that these items help protect us, but when you are in a hurry, it is easy to forget to be careful.

It Only Takes A Second!

Rarely does anything happen as quickly as a fall. During a fall our reflexes come into play and try to protect us. Often this quick muscular reaction can cause strains or sprains and in some cases, body tension,

which may result in a more serious injury.

There are two ways to fall; you can slip or trip over something or a defect in a floor or walking surface, or you can fall from a position in which you are being supported above the floor or ground. If there are uneven surfaces or defects in your flooring, see how they can be repaired. If you're using a ladder, make sure it is the proper length so you don't have to overextend yourself on it. Climbing on machines, stock, crates, or boxes is not a safe practice. For our maintenance staff, it is imperative that we use the safety equipment that is provided to protect ourselves.

In our shops and other work areas, common tripping hazards are objects left lying around, low protruding pipes, lumber, drawers, and tool handles. Oil, water and other liquids on walking surfaces should be either cleaned up immediately or absorbent material spread over the spill to reduce the slipping hazard.

It is not only in our shops that we need to pay attention to safety, our offices have hazards that can cause



accidents as well. Look around your office – are desks or file cabinets placed so they open into aisles or

walkways? This is an obvious accident waiting to happen. Materials should not be stored in corridors or lanes of traffic – not only is it a trip and fall hazard, it is a fire hazard as well. They can obstruct lanes of exit during an emergency. Of course telephone, computer, or extension cords are obvious tripping hazards. These cords should either be secured or taped, or shortened to the desired length and attached to the desks.

Become Slip-Resistant

Most employers take great care to make the surfaces that their employees walk on safe, DFCM is no exception, and we have a wide range of surfaces to consider. Our maintenance staff's shop areas need to be kept clear and free of spills - oil, water, and even coffee are culprits that have caused a number of accidents in workplaces, and as mentioned earlier, need to be cleaned up immediately. Outside, our grounds crews work hard to make sure that on wet and snowy days the traffic areas are kept clear and safe. However, some of the responsibility has to rest with ourselves. Everywhere, whether you work in an office or out in the field and report to a shop, it's important to wear shoes that are appropriate for the job, the climate, and the area. When coming in from outside, make sure you wipe your feet, not only to help keep the area clean, but also to remove the moisture from your shoes so you won't slip coming indoors.

Try and wear the best non-skid shoe possible, especially paying attention when there is bad weather. If the soles are worn and slick, it is best to throw them away. Many women enjoy wearing high heels, but during bad weather, they have been the cause of many injuries. Shoes



that have a larger surface area and good traction will go a long way to prevent a fall. One organiza-

tion that studied the accident trend of their employees found that over a four-year period, there was a two-to-one ratio of slips and falls of women versus men. Many were stairway accidents, and were a combination of slick conditions and choice of shoes. One option you may want to consider if you want to wear those heels is to wear a non-slip shoe in from the parking lot and change your shoes inside. Using handrails is another way to help prevent these types of accidents.



How About Your Home?

As mentioned before, November is just a busy month all around. Many of us are working hard to get our houses cleaned and in order for the



annual festivities, so this is a good time to see what items you might

want to consider to make your home more safe and comfortable. Many of us take care of our elderly parents in our homes, or have young children. Maybe consider some of the following:

Stairs:

- Install light switches at the top and bottom of stairs.
- Use sturdy handrails on both sides if stairway is wide enough.
- Remove clutter toys, clothing items, etc.
- Cover steps with woven carpet or non-slip treads.

Bathrooms:

- Plug in a nightlight.
- Use bathroom rugs with no-skid rubber backing.
- Install sturdy grab bars near the bathtub, shower and toilet areas.
- Place rubber mat on bathtub/shower floor.
- Wipe up spilled water immediately.

Kitchens:

- Use a nightlight.
- · Arrange items on lower shelves to

- avoid climbing and reaching.
- Use a stable step stool with handrails.
- · Clean up floor spills immediately.
- Avoid floor wax cleaners especially if elderly people or young children live in your home.

Living Areas:

- Arrange furniture to allow clear pathways between rooms.
- Keep electrical and telephone cords out of pathways.
- Use nightlights in hallways and bedrooms.
- · Remove floor clutter.

I think we all as responsible adults, do a good job in conducting ourselves in a safe manner these are just some reminders. Have a happy and injury-free Holiday everyone!

Article submitted by Priscilla Anderson





FUN FOOD GIFT EXCHANGE Date: December 4, 2003 Time: 11:30 – 2:30 Place: Zion Building State Fair Park

Sign up sheets for the luncheon are available at the desks of the clerical staff and are due November 17th. INCENTIVE NOMINATIONS are due November 12, 2003



INCENTIVES

SERVICE AWARDS

EMPLOYEE OF THE QUARTER

There are donation boxes in 4110 And 4130 for those wishing to make a monetary contribution to our angel tree.

WATCH FOR OUR ANGEL TREES IN 4110 & 4130 AFTER NOVEMBER 17th



Congratulations to Joe Ligori for guessing the spotlight from last months newsletter. The Guess Who spotlight from October was Shirley Robiunson.

GUESS WHO

Hobbies: Numismatics and Contract Bridge

Hero: General U.S. Grant

Favorite Color: Blue

Favorite Food: Pot Stickers

Favorite Song: Take 5

Favorite Movie: Friendly Persuasion

Favorite Team: Otah Jazz Favorite Sport: Basketball

Least Favorite Food: Pickled Beets

Favorite TV Show: None

Favorite Actor/Actress: Gary Cooper

Favorite Holiday: Fourth of July

Notable Achievement: 27th Place in a Na-

tional Bridge Tournament

FOR YOUR INFORMATION: EMPLOYEE UPDATES

FAREWELL:

State agency. Thanks Cindy for Maintenance Worker. the great job you have done for our division. You will be missed! Paul Rendon has been promoted

WELCOME:

DFCM would like to welcome new position. Drew Peterson. Drew has accepted an Intern position in 4110. Congratulations to Nikki Wolcott Good luck Drew and welcome!

CONGRATULATIONS:

Trent Hoffman has accepted a are doing great! full time position with the Provo group. He has been working for Cindy Robinson's last day with DFCM as a temporary employee. DFCM is November 7th. She has Congratulations and good luck in accepted a position with another your new position as a General

> to the Grounds Supervisor for the Capitol Complex. Congratulations Paul and good luck in your

> and Carlo Sanchez on the birth of their little boy. Corbin Dallas was born on October 26th. He

weighed 6 pounds 7 ounces and is 19 inches long. Mom and baby



Contributions from staff are always welcome! Writing/editing by Annette Julander Debi Tripp & Priscilla Anderson Additional contributors listed with articles.